



STATE OF TENNESSEE

BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS

DEPARTMENT OF COMMERCE AND INSURANCE

500 James Robertson Parkway, Third Floor, Nashville, TN 37243-1142

800-256-5758 615-741-3221 (Nashville Area) 615-532-9410 (FAX)

Principles and Practice of Engineering Exam Information

(for initial registration as a Professional Engineer)

Exam Dates and Application Deadlines

| Exam Dates | Application Deadline— New Applicants (Application and Fees due in Board Office) | Application Completion Deadline— Supporting Documentation for New Applicants (Transcripts, References, FE Exam Verification, etc.) (To facilitate Engineering Committee Review) |
|-------------------|--|--|
| October 29, 2004 | July 1, 2004 | August 1, 2004 |
| April 15, 2005 | December 1, 2004 | January 1, 2005 |
| October 28, 2005 | May 15, 2005 | June 15, 2005 |
| April 21, 2006 | December 1, 2005 | January 1, 2006 |
| October 27, 2006 | May 15, 2006 | June 15, 2006 |
| April 20, 2007 | December 1, 2006 | January 1, 2007 |
| October 26, 2007 | May 15, 2007 | June 15, 2007 |
| April 11, 2008 | December 1, 2007 | January 1, 2008 |
| October 24, 2008 | May 15, 2008 | June 15, 2008 |
| April 24, 2009 | December 1, 2008 | January 1, 2009 |
| October 23, 2009 | May 15, 2009 | June 15, 2009 |
| April 16, 2010 | December 1, 2009 | January 1, 2010 |
| October 29, 2010 | May 15, 2010 | June 15, 2010 |
| April 8, 2011 | December 1, 2010 | January 1, 2011 |
| October 28, 2011 | May 15, 2011 | June 15, 2011 |

Exams given in April and October

Chemical
Civil
Electrical and Computer
Environmental

Mechanical
Structural I
Structural II

April Exams Only

Architectural Engineering
Naval Architecture/Marine Engineering

October Exams Only

Agricultural
Control Systems
Fire Protection
Industrial
Metallurgical
Mining/Mineral
Nuclear
Petroleum

Exam Locations

Exams are currently given in Knoxville, Memphis, and the Nashville area; however, this is subject to change.

Residency Requirements

An applicant for registration by exam must meet Tennessee's residency requirement ([Rule 0120-1-.03](#)).

Forms

(1) Application Form –

- Fill out the application form completely (on-line or after downloading it), sign it, and have it notarized. Any major modification of state approved forms may cause the Board to reject your application.
- Provide detailed information regarding your progressive engineering design work and responsibility on projects, to enable evaluation of experience. For a description of progressive engineering experience [click here](#). All time/experience must be accounted for whether it is related to engineering or not. You must show the minimum required years of experience at the time of application.

For the Board's policy concerning exam choices [click here](#).

(2) Reference Forms –

- Submit five (5) references from persons acquainted with your technical ability and character.
 - Three of the five references must be from registered engineers and

- References are required from both a current employer/supervisor and a past employer/supervisor (if applicable). No more than three (3) references can be from your current employment.
- References from relatives are not acceptable.
- You are responsible for sending reference forms to the persons listed on your application who will then submit them directly to the Board office.

(3) Request-For-Transcript Form –

Submit the Registrar's Letter to each post-high school institution attended. Your transcript(s) must be submitted directly to the Board office from each institution attended.

Fees

Make checks payable to the **Tennessee Department of Commerce and Insurance**.

You should submit both the application fee and the exam-scoring fee with your application. These fees are listed below under "Fee Information."

Fee Information:

Application Fee – **\$30** (nonrefundable)

Exam Scoring Fee – **\$130**

Postponement Fee – **\$25** (due after exams are ordered)

Biennial Registration Fee – **\$140** (due after exam is passed)

Retake Fee – **\$205**

Applicants With Foreign Degrees

If you have a foreign undergraduate degree in engineering, you must have your academic record evaluated by the Engineering Credentials Evaluation International (ECEI) of the Accreditation Board for Engineering and Technology (ABET) before submitting this application to determine if your degree is substantially equivalent to an engineering degree accredited by the ABET. You may contact ECEI at 211 E. Lombard St., Suite 357, Baltimore, MD, 21202, phone: 410-347-7738, or you can download an application from their website at ecei.org.

Verification

The Board will request verification from the state board where you passed the Fundamentals of Engineering examination. If the state board charges a fee to provide verification, a form will be sent to you to submit to the appropriate state board with your fee.

Disability Accommodations

If you have a disability that may require special accommodations to take this exam, submit the [Request for Accommodation](#) form with your application. If accommodation is not requested in advance and documentation is not submitted with the accommodation request/application, we cannot guarantee the availability of accommodation on short notice or on site.

Pending Status

An application that lacks required information or reflects a failure to meet any requirement will be held in a "pending" status for five (5) years from the date of the application. The Board considers passing the respective registration examination as one of the requirements for a completed application.

Scheduling Information

The Board has contracted with NCEES, effective with the October 2003 exam administration, for exam administration services, including the scheduling of candidates. NCEES will distribute test admission notices to approved candidates within 3-4 weeks before the exam. For further information, visit the [NCEES](#) website.

Exam Preparation Information

For information about exam preparation resources, visit the [NCEES](#) website.

Exam Materials and Calculator Information

For information regarding materials permitted and not permitted in the examination room, including acceptable calculators, visit the [NCEES](#) website.

Score Reporting

Scores are received approximately 90 days after the date of the exam. You will be notified, in writing, within 10 days from the day scores are received. Scores are not released over the phone nor posted on the web site.

Board Contact

Contact Wanda Phillips at 615-741-3221, 800-256-5758, or send e-mail to wanda.phillips@state.tn.us if you need further information or have questions about this information.

Note: You may want to print this page out for further reference.



STATE OF TENNESSEE
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS
DEPARTMENT OF COMMERCE AND INSURANCE
500 JAMES ROBERTSON PARKWAY, THIRD FLOOR
NASHVILLE, TENNESSEE 37243-1142

APPLICATION FOR REGISTRATION TO PRACTICE AS A PROFESSIONAL ENGINEER

Type or print legibly

Full Name _____
Last First Middle

Social Security No. _____ Date of Application _____

Residence Address _____ City _____

State/Zip _____ County _____

Residence Phone No. _____

Business Affiliation _____

Business Address _____ City _____

State/Zip _____ Official Capacity _____

Business Phone No. _____ Fax Number _____

E-mail Address _____

Address for Correspondence: _____ Business _____ Residence _____

Date of Birth _____ City/State _____

Citizen of (State/Foreign Country) _____ Can you speak and write English? _____ Yes _____ No

I am applying for registration by:

_____ Examination and wish to be examined in the discipline of _____ engineering to be administered

_____ at _____
date exam location

Do you have a disability that may require special accommodations in taking an examination? _____ Yes _____ No

_____ Comity _____ Reapplying _____ I have an NCEES Council Record (optional).

(For Board use only– Please do not write below this line.)

| Board Review – Examination | | | | Board Review – Registration | | | |
|----------------------------|------|-------|---------------|-----------------------------|------|-------|---------------|
| Board Member | Date | Aprvd | Dis- Aprvd | Board Member | Date | Aprvd | Dis- aprvd |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Full Name _____

All information MUST comply with instructions or the application will be returned.

If you have ever changed your name through marriage, a court action, or have ever been known by any other name, please list name(s) and date(s) of change. _____

Have you passed the Fundamentals of Engineering (EIT) examination? ☐ Yes ☐ No

If so, name state/territory and year _____

Have you passed a written professional examination? ☐ Yes ☐ No

If so, name state/territory and year _____

In what states are you registered? _____
(please give license or registration number for each)

If you have ever been registered in any states other than those named above, please list them _____

List membership in technical or professional organizations _____

Have you ever been denied registration or had your professional license suspended, revoked, or voluntarily surrendered as a result of disciplinary proceedings? ☐ Yes ☐ No

If so, name state and year _____

Have you ever been convicted of a felony? ☐ Yes ☐ No

If so, name place and year _____

EDUCATIONAL BACKGROUND

| Name and Address of Institution | Attendance (From - To) | Date of Graduation | Major Course | Degree Received |
|---------------------------------|---------------------------|-----------------------|-----------------|--------------------|
| _____ | | | | |
| _____ | | | | |
| _____ | | | | |

Full Name _____

EXPERIENCE

List each engagement **in chronological order beginning with first** engagement. Provide detailed, but concise information of progressive experience on engineering design projects to enable evaluation of your experience.

| Dates of Employment | Total Time Employment | Title of Position, Name of Employer, Location, and Nature of Each Engagement and Degree of Responsibility | Name, Title, and Address Of Supervisor |
|---------------------|------------------------------|---|--|
| | Years ----- Months | | |
| | Years ----- Months | | |
| | Years ----- Months | | |
| | Years ----- Months | | |
| | Years ----- Months | | |

(Attach additional experience sheet if necessary, using the same format)

Full Name _____

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(Attach additional experience sheet if necessary, using the same format)

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| | Years ----- Months | | |
| | Years ----- Months | | |
| | Years ----- Months | | |
| | Years ----- Months | | |

(Attach additional experience sheet if necessary, using the same format)

Full Name _____

REFERENCES

List names and complete addresses of five persons acquainted with your technical ability. Three references must be from registered engineers. A maximum of three references may be from one employer. References are required from both a current employer/supervisor and a past employer/supervisor (if applicable). References from relatives are not acceptable.

| References | State of Registration | Employer Past Employer Client | Complete Mailing Address |
|------------|--------------------------|-------------------------------------|--------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

APPLICATION AND LAW AND RULES AFFIDAVIT

I hereby make application for registration as an engineer and agree not to practice in the State of Tennessee until I become registered. The information provided on this application is accurate.

I attest that I have read, reviewed, and am familiar with *Tennessee Code Annotated*, Title 62, Chapter 2 and the *Rules of the State Board of Architectural and Engineering Examiners*.

Signature

Attach a photograph
taken in the last 12 months

HEAD AND
SHOULDERS ONLY

STATE OF _____

COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____

Notary Public

My commission expires _____



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800-256-5758 615-741-3221 (NASHVILLE AREA)

NASHVILLE, TN 37243-1142
615-532-9410 (FAX)

REFERENCE

This request letter is to be completed by the applicant

(Name and Address of Reference)

Re: _____
(Print or Type Name of Applicant)

Dear

I have made application to the Tennessee Board of Architectural and Engineering Examiners for registration to
_____ architecture
practice _____ engineering
_____ landscape architecture

Please send the information requested on the reverse directly to the Board office in the envelope provided.

Signature of Applicant)

Board Statement to Reference:

This Board is required by law to obtain evidence of the good character and technical ability of applicants for registration as architects, engineers, and landscape architects. Statements by responsible individuals with personal knowledge of the applicant's character and qualifications will be considered as evidence. Additional information may be attached.

The Board would like to emphasize that evidence submitted on this form must not be perfunctory nor made for the mere purpose of aiding the applicant to be registered. The execution of this statement will be accepted by the Board as a deliberate act made with full knowledge of the responsibility to protect the public health, safety and welfare. It should be borne in mind that the applicant is not being considered for membership in an organization but for registration as an architect, engineer, or landscape architect, qualified to practice in Tennessee.

Since the Board cannot process this application until it receives this reference, a prompt reply will expedite our handling of the application.

THE INFORMATION YOU GIVE WILL BE TREATED IN THE STRICTEST CONFIDENCE.

(see reverse)

Applicant's name _____

TO BE COMPLETED BY THE REFERENCE

THIS IS CONFIDENTIAL INFORMATION – FOR USE OF BOARD MEMBERS ONLY

1. How long have you known the applicant? From _____ to _____ inclusive
2. Are you in any way related to the applicant? _____ What relationship? _____
3. What has been your connection with the applicant? _____

4. If the applicant has worked for or with you, **give dates** and information pertaining to the duties performed and the character and quality of his/her work. Was the applicant actually in responsible charge of work and to what extent?

5. What is your opinion of the applicant's personal integrity and general character? _____
6. Please give your estimate of the applicant as an ____ architect ____ engineer ____ landscape architect. _____

7. To your knowledge, has the applicant ever been convicted of a felon? _____
8. Would you employ the applicant in a position of trust? _____
9. Is the applicant qualified to be placed in responsible charge of design or supervision of work, with full authority to change designs or specifications? _____
10. If the applicant is in individual practice, please indicate the nature of the practice _____

11. Do you recommend the applicant for registration? _____
12. Remarks concerning the applicant _____

I make the above statements with full knowledge that the person referred to is making application for registration by the State of Tennessee as an architect, engineer or landscape architect and after having carefully read the information given on the reverse side of this form.

- a. My full name is _____
(to be typewritten or printed)
- b. My present employer is _____
- c. My title or position is _____
- d. I am/am not a registered
____ architect
____ engineer
____ landscape architect in the State of _____ License No. _____

(Date)

(Signature)

(Address)



THE REGISTRAR

I am applying for registration as a/an

☐ architect ☐ engineer ☐ engineer intern ☐ interior designer ☐ landscape architect

The Tennessee Board of Architectural and Engineering Examiners requires a transcript of my academic record.

I attended _____ from _____ to _____
College or University Date Date

and graduated on _____ with _____ degree in _____
Date Type of Degree

under the name of _____.

My social security number is _____.

I will appreciate your forwarding a transcript of my record as soon as possible to:

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DEPARTMENT OF COMMERCE AND INSURANCE
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS
500 JAMES ROBERTSON PARKWAY, THIRD FLOOR
NASHVILLE, TN 37243-1142

If there is a charge for this service, please forward a statement to me at the above address.

Sincerely,